
REQUIREMENTS FOR ELECTRONIC W-2 FILING

- **THE CITY OF LANSING REQUIRES ALL EMPLOYERS THAT HAVE 10 OR MORE EMPLOYEES FILE THEIR W2(s) BY ELECTRONIC MEDIA.**
- **ALL PAYROLL PROVIDERS THAT HAVE MULTIPLE LANSING WITHOLDERS AS CLIENTS ARE REQUIRED TO FILE ALL CLIENT'S W2s BY ELECTRONIC MEDIA.**
- **IF YOU DO NOT COMPLY WITH THESE REQUIREMENTS YOUR INFORMATION WILL BE RETURNED, SO PLEASE READ CAREFULLY.**

ACCEPTABLE MEDIA:



CD-ROM

E-mail

Caution: Password protected and encrypted files are highly recommended whenever submitting sensitive information

Floppy disks are no longer acceptable and will be returned to the sender

LOCAL ENTITY CODES

The entity code MUST be included. The entity code signifies the locality name that you withheld for. We can not give your employees credit for their withholding if you do not designate Lansing as the locality. See a listing of local entity codes in these instructions.

LANSING	LAN
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IF THE LOCAL ENTITY CODE IS NOT INCLUDED, YOUR INFORMATION WILL BE RETURNED

REQUIREMENTS:

Local information is not a requirement for the federal government **but it is a requirement for Lansing electronic filing.** Please include the RS records or talk to your programmer about including RS records for employees who are taxable to the City of Lansing. **The RS record MUST be included. This record provides locality information; the codes used by other programs are meaningless to the City of Lansing. If this data is not included, your information will be returned.**

ELECTRONIC FILING:

The City of Lansing is accepting electronic filing for W2 statements. Please include the LW3 Reconciliation form along with the disk, as detailed in the instructions listed below.

There are two acceptable formats when electronic filing for the City of Lansing:

- Federal Filing Format—MMREF-1
 - CityTax Proprietary Format—CTP
1. Acceptable media: Data is to be submitted either by CD-ROM or email. Floppy disks are no longer acceptable and will be returned. The file must be named W2REPORT. The file name W2REPORT must be in the root directory.
 2. If using the alternate CityTax Proprietary format **a file extension of .csv must be attached**

to the file.

3. If more than one file of W-2 information is being submitted each file must be named as follows: W2REPORT1, W2REPORT2, and W2REPORT3.
4. Email your report to withholding@lansingmi.gov **please include in the subject line: W2report and FIN #. Attach the W2 report and LW3 report.**

City Tax Proprietary Format (CTP)

This is a simple format for a single employer. It may be created using Microsoft Excel; and should be in a Comma Delimited format. Details are listed on the following page.

- All text must be in upper case.
- If leading zeros on a Social Security Number or Zip code does not show, this is all right.
- All dollar amounts should be entered as a normal number with a decimal point, such as 5100.50.
- Do not leave blank lines between information.

Submitting W2(s) Electronically

Important: The RS record **MUST** be included. Please provide only local tax information for the City of Lansing.

. The following table lists critical fields when using the MMREF to submit W2s electronically

		MMREF- 1	CTP
Local Entity Code	Record	RS	CTW
	Start Position	5	12
	Length	5	--
	Value	LAN	LAN
Local Withholding	Record	RS	CTW
	Start Position	320	13
	Length	11	--
Local Taxable	Record	RS	CTW
	Start Position	309	11
	Length	11	--

Using Excel to Submit W2s electronically

1. Open a new spreadsheet.
2. To start, enter the employer information on the first line, as indicated below; entering one value per column. The letter shown at the start of each line must match the letter at the top of the Column in Excel. Skip the column if blank. Insure all entries are upper case.
3. For each employee, starting on line 2, column (A) and entering one field per column.
4. To save your file, click on "File", then "Save-As". Enter the file name: W2REPORT. From the drop down list in "Save As Type" select, "CSV (Command Delimited)(*.csv)" and click on the save button.
4. Copy this file to a CD or diskette

First Line: Employer

- A. CTE.....text exactly as shown
- B. Employer FEIN or Tax ID 9 digits no spaces or punctuation
- C. Tax Year4 digits
- D. Employer name
- E. Corporate.....C if a corporation, blank otherwise
- F. Employer street address.....No commas
- G. Employer City
- H. Employer State 2 characters
- I. Employer Zipcode5 digits (or 6 characters if foreign country)
- J. Employer Plus44 digits

Remaining Lines: One per Employee

- A. CTWtext exactly as shown
- B. Employee SSN 9 digits no spaces or punctuation
- C. Employee Last Name
- D. Employee First Name
- E. Employee Middle Name
- F. Employee Street address.....No commas
- G. Employee City
- H. Employee State 2 characters
- I. Employee Zip code5 digits (or 6 characters if foreign country)
- J. Employee Plus44 digits
- K. Federal WagesBox 1
- L. Local Entity Code See table above

M. Local Withholding.....Entered as normal number with decimal point

N. Social Security WagesBox 3

O. Medicare WagesBox 5

P. Local Wages.....Box 18

Q. Total Deferred Included in Box 12

How to submit your W2 file and LW3 report Information

E-mail: Withholding@lansingmi.gov

Mail to (**only if you have less than 10 employees**):

**Lansing Income Tax Division
Withholding
124 W. Michigan Avenue 1st Floor
Lansing MI 48933**

Albion	ALB	Highland Park	HP	Pontiac	PNT
Battle Creek	BC	Hudson	HUD	Port Huron	PH
Big Rapids	BR	Ionia	ION	Portland	POR
Detroit	DET	Jackson	JAC	Saginaw	SAG
Grand Rapids	GR	Lapeer	LAP	Walker	WALK
Grayling	GRA	Muskegon	MKG	Muskegon Heights	MH
Hamtramck	HAM	Springfield	SPR	Flint	FL
		LANSING	LAN		